



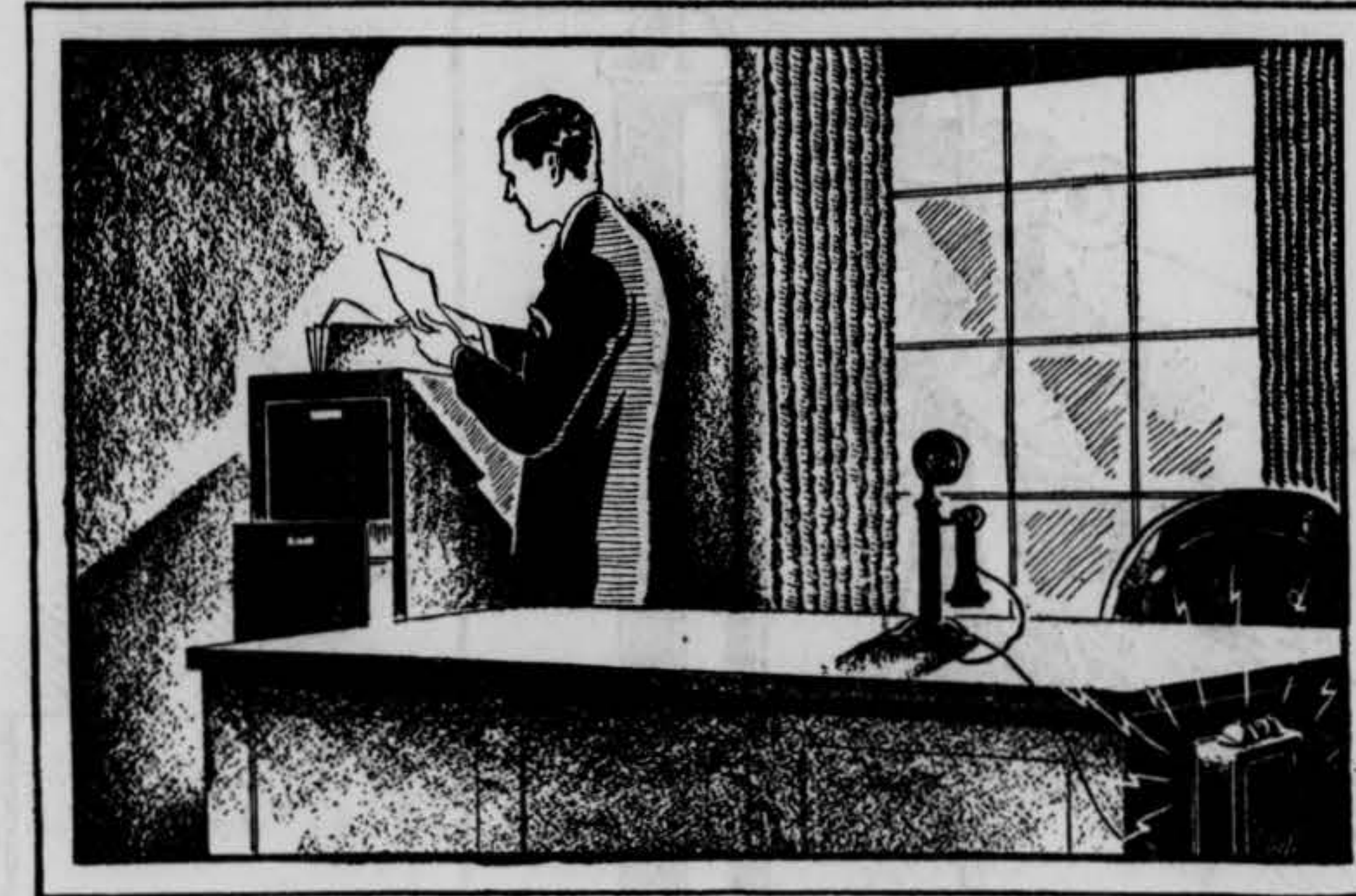
## “Half an inch from the telephone to be heard clearly”

A LARGE business concern has circulated among its employees a pamphlet on telephone usage. It contains this suggestion:

“When you talk over the telephone your lips should be about half an inch from the mouthpiece.”

A valuable suggestion. When you speak clearly and distinctly over the telephone, directly into it instead of to the room at large, and with your lips about half an inch from the mouthpiece—you are doing three simple little things of fundamental importance.

*Speaking directly into your  
telephone gets the best results*



## You can never tell who is calling

THERE are men and women who get so engrossed in what they are doing that they let their telephones ring a minute or so before they answer.

A natural thing, sometimes, but don't you agree that friends, customers, business associates who come to you by telephone should be received at least as quickly as though they came in person?

Prompt answering shows alertness. It prevents needless crowding of your telephone entrance. A prompt answer is telephone hospitality.

*You never know who it is at your telephone door;  
please open it promptly*